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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR **Executive Order 16 (2002)**

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### **DESIGNATION OF EXECUTIVE BRANCH OFFICERS AND EMPLOYEES REQUIRED TO FILE FINANCIAL DISCLOSURE STATEMENTS**

The State and Local Government Conflict of Interest Act reflects the Commonwealth's continuing commitment that the judgment of public officers and employees will not be compromised or affected by inappropriate conflicts between the personal economic interests and the official duties of Virginia's public servants.

In furtherance of the purposes of the State and Local Government Conflict of Interests Act, Section 2.2-3100 *et seq.* of the *Code of Virginia* (hereinafter, "the Act"), and by virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to Sections 2.2-106, 2.2-110, and 2.2-3114 the *Code of Virginia*, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby establish the following policies and procedures to implement the Act in Executive Branch agencies, institutions, boards, and commissions:

1. All nonsalaried citizen members of Executive Branch advisory boards, commissions, councils and authorities are hereby designated to file the financial disclosure form included in Section 2.2-3117.
2. In order that all appropriate Executive Branch officers and employees may be designated to file the statement of economic interests set out in the Act, each of the Governor's Secretaries shall submit to me by October 1, 2002, a report identifying:

- (a) Each position within the Secretary's jurisdiction, whether classified or non-classified, which involves substantive responsibility for inspection, investigation, licensure, or other regulation of the activities of private firms, organizations, or professions; and
  - (b) Each position within the Secretary's jurisdiction, whether classified or non-classified, which involves substantive responsibility for procurement, audit, investment, or other activities that could be subject to abuse or improper influence as a result of the personal economic interests of the officeholder or employee.
- 3. Subject to my approval, the Secretary of the Commonwealth shall prepare from the reports submitted pursuant to Paragraph 1 of this order a comprehensive list of employees who shall be required to file the statement of economic interests set out in the Act. The Secretary of the Commonwealth, with the assistance and cooperation of the Governor's Secretaries, shall maintain this list, shall review and revise it annually to reflect the creation and abolition of offices and positions, and shall annually inform each employee listed of his or her obligation to file the statement of economic interests in accordance with Section 2.2-3114 of the *Code of Virginia*.
- 4. The head of each agency, institution, board, and commission within the Executive Branch shall assist the Governor's Secretaries and the Secretary of the Commonwealth in compiling the information required by this Executive Order, in ensuring that appropriate additions to and deletions from the list of those designated to file the statement of economic interests are recommended in a timely fashion, and in ensuring that designated officers and employees file their statements of economic interests in accordance with Section 2.2-3114 of the *Code of Virginia*.
- 5. The head of each agency, institution, board, and commission within the Executive Branch shall be responsible for acquiring a statement of economic interests from each new employee so long as the employee is hired for a position previously designated.
- 6. The head of each agency, institution, board, and commission within the Executive Branch shall communicate to the officers, employees, and members within his or her jurisdiction the importance and necessity of maintaining the highest standards of conduct, and avoiding even the appearance of impropriety arising out of personal economic interests and the conduct of the business of the Commonwealth.

This Executive Order rescinds Executive Order Eighteen (98), issued by Governor James Gilmore, III.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until June 30, 2003, unless sooner amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 26<sup>th</sup> day of June 2002.

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Mark R. Warner, Governor

Attest:

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Secretary of the Commonwealth